



Athletic Equipment Manager/Ice Rink

Department: Athletic Administration
Status: Exempt, Full Time
Closes: Open until filled

Reports To: Associate Athletic Director
Classification: Administrator

POSITION SUMMARY

The equipment manager will manage all equipment and apparel under university standards and NCAA guidelines while minimizing equipment loss. The primary sport assignment will be ice hockey. In addition, this person will supervise student equipment managers and schedule the part-time Zamboni drivers. This position also involves working with the Associate AD for operations, the coordinator for athletic operations and the ice center maintenance staff to manage the rink schedule for internal and external use of the ice as well as the maintenance schedule.

DUTIES AND RESPONSIBILITIES

Equipment Management

- Manage purchasing, distribution, tracking, and care of equipment.
- Generate paperwork for orders and payments within budgetary guidelines.
- Propose and manage annual equipment budgets for assigned teams.
- Primary sport assignment including travel with team will be ice hockey.
- Maintain continuous inventory and assist coaches with purchasing schedules and equipment needs.
- Receive, disperse, or store deliveries.
- Attend to athletes' daily equipment needs, including skate sharpening, equipment maintenance/repairs and laundry.

Rink Management

- Able to capably operate, drive the Zamboni.
- Confirm that Zamboni operators are properly scheduled and trained to manage all use of the ice center.
- Work with other athletics staff to manage the ice schedule for both internal and external rentals.
- Work with rink maintenance staff to ensure proper ice maintenance times are available.
- Manage locker rooms for ice hockey, coaches, visiting teams, officials, and rental groups.

Additional Duties

Perform other duties as required.

EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited institution.
- Three years of progressively responsible equipment management experience in an ice hockey program, preferably at the collegiate level, or a combination of education and experience.



KNOWLEDGE/SKILLS

- Knowledge of ice hockey equipment and supplies.
- Knowledge of ordering and inventory control.
- Able to capably operate, drive the Zamboni.
- Proficiency in software applications: word processing, spreadsheets, and database management.
- Ability to train others and provide work lead direction.
- Excellent oral and written communication skills.
- Strong interpersonal and organizational skills.

WORKING CONDITIONS

- Position involves both inside sedentary work and active work.
- Frequent overnight travel.
- Ability to work nights, weekends and holidays as needed around athletic schedules.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst
University 501 East
38th Street Erie, PA
16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.